



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
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TO: Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: May 2, 2018

RE: REMINDER: Financial Aid Database (FAD) – Reporting Cycle Two – FY 2018 (2017-18)

The Texas Higher Education Coordinating Board is now accepting files for the second reporting cycle for the FY 2018 (2017-18) FAD Report. Enclosed are individual sections from the FAD manual and the comprehensive version is also available on the [Student Financial Aid Programs Information Website](#) under the **Resources** section.

As a reminder, institutions should allow sufficient time to resolve errors and reconcile data by the specified deadlines. As with reporting cycle one, the FAD Report for the second reporting cycle must be validated online through CBPass. Current users will need log in to [CBPass](#) and click **My Access** to request the new "Financial Aid Data Certification" application. First-time users will be required to create a profile for CBPass and then request access to the online validation/certification application.

For questions or concerns, please contact Financial Aid Services at 844-792-2640 or [FADB@theccb.state.tx.us](mailto:FADB@theccb.state.tx.us).

**Enclosed:** [File Layout](#)  
[Data Element Instructions](#)  
[Generated Reports](#)  
[Appendices](#)

cc: Ken Martin, Assistant Commissioner  
Charles Puls, Deputy Assistant Commissioner